Migrating Faculty Publications from a Department Website to an Institutional Repository

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ABSTRACT

In October 2013, George Washington University's School of Public Health and Health Services (now the Milken Institute School of Public Health) approached the Himmelfarb Health Sciences Library about moving a large collection of Health Policy Department publications and citations from the school's website into the Health Sciences Research Commons (HSRC) institutional repository. After a project planning meeting with the school's representative, library staff began uploading documents and citations from the collection. Working from a spreadsheet and file set provided by the school, library staff processed 604 citations (including 319 full-text files) dating back to 1996. Despite some problem files and citations, the majority were added to HSRC between November 2013 and April 2014. The successful completion of this project led to increased exposure of faculty research through standardized metadata, search engine optimization, and inclusion of research in the Digital Commons Network. Additionally, the establishment of new partnerships between the library and the public health school opened the door to future scholarly communications collaborations.

ORGANIZATION (CONTINUED)

Center for Health Care Quality
Center for Health Policy Research
Geiger Gibson/RCHIN Community Health Foundation Research Collaborative
Health Policy Congressional Testimonies
Health Policy Faculty Posters and Presentations
Health Policy Faculty Publications
Health Policy Issue Briefs
Health Workforce Research Center
Health Workforce Speaker Series

All series were tagged with the discipline “Health Policy” so that they would appear in the larger Health Policy series in the Digital Commons Network, a meta-repository that contains full-text content from all Digital Commons users that have tagged their works with that discipline.

PROCESSING

All citations delivered on spreadsheet; full-text files delivered via Google Drive
Collections & ILL Coordinator responsible for uploading faculty publications (chiefly journal articles) following established metadata entry procedures for those document types (reports, congressional testimonies, issue briefs, etc.)
Collection Content Organization Librarian uploaded all other document types
Issues encountered during processing:
Metadata differences between Health Policy website and HSRC
Difficultly tracking down older publications, for example blog posts, some of which could no longer be located
Some articles in the collection were written by faculty who were not affiliated with the George Washington University at time of publication; per policy these were not added
Some of the supplied citations were too imprecise to be usable or were ghost publications (could not be located or verified)

USAGE

Shortly after the upload project was completed, publications from the Health Policy Department rose to the top of HSRC's download counts where they have remained. Full-text publications from this project are also featured in the Digital Commons Network's Health Policy Commons meta-repository and GW authors are among the most popular authors there.

OUTCOME

Overall the project was a major success resulting in several positive outcomes for both Himmelfarb Library and the GW Health Policy Department:

Increased exposure of faculty research by way of a repository platform that links research to the larger scholarly communication web and uses Google optimization and uniform metadata
New methods of tracking exposure and reach of Health Policy publications
Opened way to future collaborations between public health school and library in showcasing faculty research

INITIAL CONTACT

October 4, 2013 – Initial contact from Director of Digital Strategy at George Washington University's School of Public Health and Health Services (now Milken Institute School of Public Health)

October 10, 2013 – Himmelfarb Library staff met with Director of Digital Strategy to assess Health Policy Department's digital archiving needs; after meeting and follow-up correspondence, Himmelfarb Library staff began to plan project

PLANNING

Evaluated HSRC keyword scheme (MeSH) vs. Health Policy Department's existing keyword scheme
MeSH is a widely-used and authoritative keyword scheme and used throughout HSRC
Health Policy Department wanted to keep its keywords to mirror the search functions of its database
Decision: For entries that were indexed in PubMed with MeSH, both sets of keywords were included
Assessed existing metadata fields in HSRC for adequacy in describing Health Policy Department publications
Added new Document Type (“transcript”) for use with congressional testimonies
Opted to use existing Document Type (“report”) for use with issue briefs
Planned organizational structure of Health Policy series and sub-series in HSRC to mirror Health Policy Department structure (see Organization below)

ORGANIZATION

Health Sciences Research Commons is arranged hierarchically to reflect the organizational structure of the three GW health schools and medical library. The Health Policy Department series was added under the Milken Institute School of Public Health collection with sub-series as follows:

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Health Policy Faculty Posters and Presentations
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Top Five Most Downloaded Health Policy Department Publications (as of September 2014)

<table>
<thead>
<tr>
<th>Title</th>
<th>Authors</th>
<th>Date</th>
<th>Institution</th>
<th>Link</th>
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600+ CITATIONS MIGRATED

http://hsrc.himmelfarb.gwu.edu/sphhs_policy_facpubs/477/ |

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